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PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Philip Morris Companies Inc.
Philip Morris Management Corp.
Philip Morris International
Philip Morris Capital Corp.

RECORDS MANAGEMENT PROGRAM QUESTIONNAIRE

TO: HUNTON & WILLIAMS
Ray V. Hartwell, III, Esquire
Arthur J. DeBaugh, Esquire
Post Office Box 1535
Richmond, Virginia 23212-1535

FROM: Name: FRANKLIN J. CATON

Title: MGR MKTG STATISTICS

Department: MARKETING STATISTICS & ANALYSIS

Division/functional area: PHILIP MORRIS INT'L

Immediate supervisor and title: FRANK TOSCANO - CONTROLLER

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Source: https://www.industrydocuments.ucsf.edu/docs/jmbj0000

FORM #1677
PM INC. REV. 4/83
COMP. D4078/A28

Exhibit B

RECORDS RETENTION SCHEDULE

Exhibit B

Philip Morris Incorporated
Headquarters Services
Records Management

OPERATING COMPANY	DEPARTMENT	LOCATION
PHILIP MORRIS INTERNATIONAL	MARKETING STATISTICAL ANALYSIS	120 PARK AVENUE

RECORD TITLE	RETENTION PERIOD: ON-SITE OFFICE	ON-SITE QRSA	OFF-SITE CARLSTADT	TOTAL	REMARKS
BRAND FAMILY YEAR-END FILES	PER			PER	
COMPETITIVE ANALYSIS FILES	CUR			CUR	
HISTORICAL COMPETITIVE FILES	PER			PER*	*REVIEW ANNUALLY TO DESTROY OBSOLET
					INFORMATION
MARKET SEGMENTATION FILES	CUR+10		5	CUR+15 *	
OVERSEAS YEAR-END FILES	PER			PER	
SALES & COMPETITIVE INDUSTRY					
& HIGHLIGHTS FILES	CUR+6		14	CUR+20 *	
SLIDE PRESENTATIONS	CUR			CUR	
TOBACCO JOURNALS	SUP			SUP	
TRADE PUBLICATIONS	SUP			SUP	
UNIT VOLUME DATA FILES	CUR+8		5	PER ~~CUR+13~~ *	

KEY TO CODES

CUR-Current Year
PER-Permanently
SUP-Until Superceded
TER-Until Terminated
QRSA-Quick Retrieval Storage Area-100 Park Avenue

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AUTHORIZATION

Department Management Franklin J. Eaton F. EATON **Date** 5/24/88

Records Management Department Phyllis L. Cowart **Date** 5/25/88

Legal Counsel James T. Bieblaue **Date** 5/26/88

Source: https://www.industrydocuments.ucsf.edu/docs/jmbj0000

2. Please list all categories of records currently maintained by your department in its office area or on-site. Provide the record category name, the approximate chronology (or year of the earliest dated document in the category), the retention period, and how the retention period is determined (for example, by a records retention schedule, through general office practice or routine, etc.). Make additional copies of this page if necessary.

CURRENT DEPARTMENT RECORDS CATEGORIES

Category	Chronology	Retention Period	How Determined
Administrative	88-90	C+2	By example exh. A
Bills	89-90	C+1	By example
Budgets	89-90	C+1	By example
Calendars/Diaries/Daytimers	90	C	By need
Chronological Files	88-90	C+2	By example
Equipment/Machinery		SUP	By example
Goals/Objectives/Planning	87-90	C+3	By example
Library/Reference Material		SUP	By example
Manuals		SUP	By example
Performance Appraisals	89-90	C+1	By example
Personnel Records/Files/Folders	89-90	TER	By example
Policies & Procedures	89-90	SUP	By example
Presentations & Speeches	88-90	C+2	By example
Time sheets	90	C	By need
Vacation/Holiday Schedules	90	C+1	By need
Unit Volume Sales Corespondence	86-90	C+4	By need
Year End Sales Reports	71-90	C+20	By need
Department Generated Sales Reports	60-90	C+30	By need
Unit Volume Computer Printouts	79-90	C+11	By need
Competitive Unit Volume Data	60-90	C+30	By need

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3. Please list all categories of business-related records currently maintained by personnel in your department in their desks, credenzas, work areas, homes, etc. Such records include daytimers, working copies of ongoing project files, drafts of reports, or other materials that are not part of a shared file. Provide the category, chronology, retention period, and how this retention period is determined. Make additional copies of this page if necessary.

CONVENIENCE FILES

Category	Chronology	Retention Period	How Determined
All Categories from schedule two			
Personal Files	89-90	C+1	By need

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4. Exhibit C is a computer printout of all records or boxes your department has sent to QRSA, Iron Mountain, or Carlstadt. Please review this list for completeness and accuracy. From this printout, please determine what categories of records your department has stored at QRSA, Iron Mountain, or Carlstadt and list those categories below. If you know of other categories of records in storage not listed on Exhibit C, or if you store records in a different off-site facility, please provide the category, the location of the stored files, the approximate chronology, the retention period, and how this retention period is determined. Make additional copies of this page if necessary.

STORED CATEGORIES OF RECORDS

Category	Location	Chronology	Retention Period	How Determined
Month Unit Volume Sales Reports	Carlstadt	71-89	PER	Legal Requirements
Unit Volume Sales Corespondences	Carlstadt	86-89	PER	Legal Requirements
Unit Volume Computer Printouts	Carlstadt	60-89	PER	Legal Requirements

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5. Please list all machine-readable or electronic categories of records maintained by your department, where the data are used or located (e.g., P.C., mainframe, floppy disks, etc.), the chronology, the retention period, and how the retention period is determined. Make additional copies of this page if necessary.

MACHINE-READABLE OR ELECTRONIC CATEGORIES OF RECORDS

Category	Location/Type of Medium	Chronology	Retention Period	How Determined
Unit Sales Volume	Mircofilm	70-79	PER	Legal Requirements
PMI Shipments	Mainframe	81-90	PER	Legal Requirements
Competitive Sales Data	Mainframe	81-90	C+10	By need
Budget Unit Volumes	Mainframe	89-90	SUP	By need
PIERS	Diskette	87-90	PER	By need
Management Report	Diskette	90	SUP	By need

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6. State the number of employees in your department who maintain records to which the information provided in response to this questionnaire applies.

Five People

7. What laws, governmental regulations, etc., do you perceive as governing your departmental records or as requiring you to retain records?

Take direction from our Legal Department.

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